

Child and Adult Care Food Program Internet Claim Manual

Revised November 2008

This manual illustrates changes in the menu selection, login procedure, entering new and modifying existing Parent and Site Claims screens.

The data elements on the claims have not changed.

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Basic Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the ‘links’ at the top of the screen. The name of the link will tell you what screen you will go to.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a “linked-page” or “link”. If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the “Back” button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

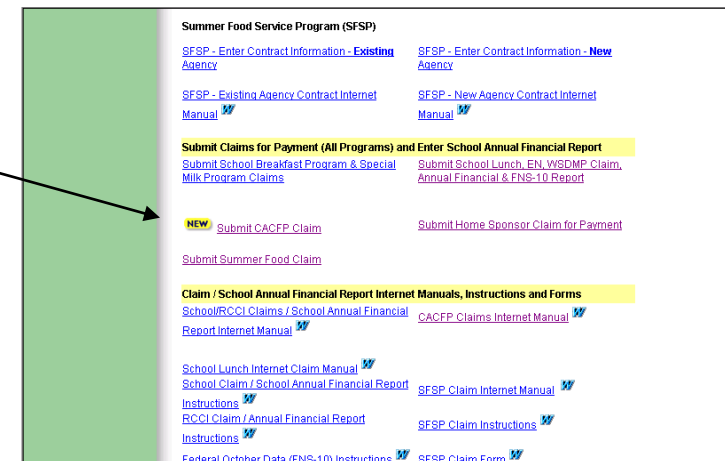
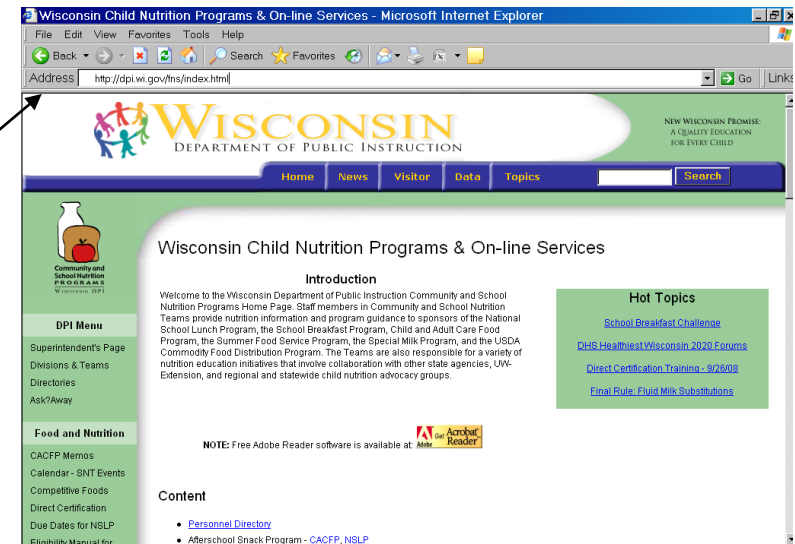
GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the “Back” button you may then use the “Forward” button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Links at the top of screens include “Logout”. Click on this “Logout” link to exit from the entire program. If exiting the system prior to completing the claim, be sure to click on the “Continue” button at the bottom of the screen you are working on. This will save the information from that page.

Logging on to the Website

1. **Open your Internet Browser.** You may use either Internet Explorer or Netscape. Screens WILL appear differently for each. Internet Explorer is recommended but data will be accepted from either.
2. **Use the mouse to click on the “Location: area”** - at the top of the Browser page.
 - 2a. The entire ‘address link’ should be highlighted to start with, if not, highlight it with mouse.
3. **Type the following:** <http://dpi.wi.gov/fns/index.html> to replace ‘address link’.
 - 3a. Press Enter to go to site. (Bookmark site at this point, NOT at later pages)
4. **Under Online Services, Go to – “Submit Claims for Payment”. Click on “Submit CACFP Claim”**



Logging on to the On-line Services

5. The following screen will appear asking for your Agency Code and password. If you have misplaced your password or to request a new password, contact Jacque Jordee at 608-267-9134 as a primary contact or if not available, David Murray at 608-266-6856 or Angie Moen at 608-267-9196. *Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.*

5a. Enter Agency Code (without dashes)

5b. Enter Password

5c. Click the “Submit” button

Time Limit on Entering Data:

A timer starts from the moment the FNS site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer.

The screenshot shows the login interface for the Wisconsin Department of Public Instruction's online services. At the top, the Wisconsin logo and the text 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION' are displayed, along with the tagline 'NEW WISCONSIN PROMISE: A QUALITY EDUCATION FOR EVERY CHILD'. Below this, a blue banner reads 'Community and School Nutrition Programs'. The main heading is 'Welcome to Wisconsin Child Nutrition Programs On-line Services'. A link is provided to 'Submit Claims for Home Sponsor, National School Lunch Program, Summer Food Program, Child and Adult Care Food Program & Revise Home Sponsor Contracts Informations.' The login section features a 'LOGIN' button with a circular arrow icon, followed by input fields for 'Agency Code' and 'Password'. Below these fields are 'Submit' and 'Reset' buttons. At the bottom, contact information for the State Superintendent of Public Instruction, Elizabeth Burmaster, is listed, along with a row of links: 'Locate Us', 'Copyright', 'Privacy', 'Non Discrimination', 'Accessibility', 'Questions / Comments', and 'DPI Home'.

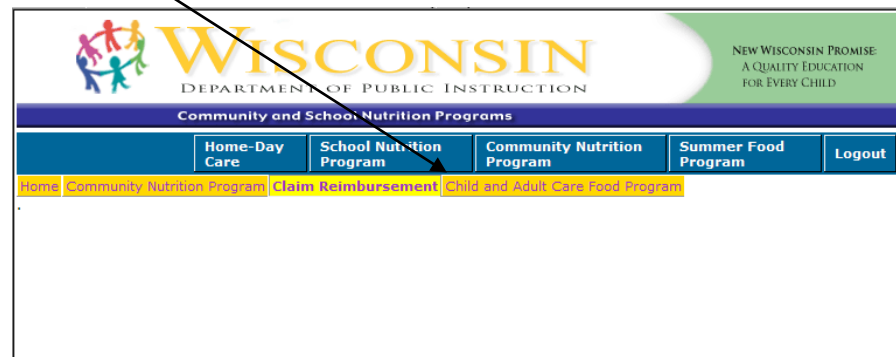
6. From the Main Menu, select on “Community Nutrition Program”.



7. From the Community Nutrition Program Menu select “Claim Reimbursement”.



8. From the Claim Reimbursement Menu, select “Child and Adult Care Food Program”.



9. From the Child and Adult Care Food Program Menu, select “Enter-Modify Claim”.

This button is used to submit a new claim or when your agency wants to modify the claim prior to DPI processing it.



10. Select the type of Program your agency is: Child Care Institution or Adult Day Care through the use of the drop-down box. (Click on the arrow and highlight the agency type.)

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Community and School Nutrition Programs

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Child and Adult Care Food Program Enter-Modify Claim

Child and Adult Care FoodProgram
[Select Program to Enter Participation Reimbursement Information]
176803 - Menomonie Day Care Inc

Select Program:

Child Care Institution (CCI)
Adult Day Care (ADC)

11. Click "Continue"

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Community and School Nutrition Programs

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Child and Adult Care Food Program Enter-Modify Claim

Child and Adult Care FoodProgram
[Select Program to Enter Participation Reimbursement Information]
176803 - Menomonie Day Care Inc

Select Program: Child Care Institution (CCI)

CONTINUE

12. Enter participation data on the Parent Form (Participation Reimbursement Information). For the month and year, use the drop-down box by clicking on the arrow. Enter the CLAIMING month, NOT the month you are completing the claim in.

Enter “0” (zeros) in the fields that do not apply. Do NOT use commas when entering numbers.

The numbers for each category on the Parent Form must equal the total sum for each category on the site form(s) (step #15).

13. Click on Continue.

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Community and School Nutrition Programs

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Enter-Modify Claim

Child and Adult Care Food Program
[Participation Reimbursement Information - Parent Form]
176803 - Menomonie Day Care Inc

Program: Child Care Institution (CCI)

Claim Date: Month: October Year: 2008

*Do NOT use commas while entering numbers.

Non-needy Category:

Reduced Category:

Free Category:

Number of Days of Service:

CONTINUE

Enrollment and participation information must be submitted for each site.

14. Click on the site number.

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Community and School Nutrition Programs

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Enter-Modify Claim

Child and Adult Care Food Program (CACFP)
List of Reimbursable Sites
176803 - Menomonie Day Care Inc

Listed below is/are site(s) valid for claim reimbursement under the date claim and program selected. Select the site by clicking site number and provide/update participation information. Total sites enrollment must match total enrollment submitted on the parent claim for the claim to be submitted to DPI for processing.

Site No.	Site Name	Type of Site	Status
1828	Menomonie Day Care	Center-Child Care Inst. Day Ca	
1829	Menomonie Day Care Inc #2	Center-Child Care Inst. Day Ca	

Parent Total Enrollment	Site Total Enrollment	Claim Status
128	128	Complete

CONTINUE

Status:

Site claim information submitted by agency.

Site claim information not submitted by agency.

15. Enter the participation data for that site. The number(s) entered for each category per site must total the numbers entered for each category on the Participation Reimbursement Information Form – Parent Form. Enter “0” (zero) in the fields that do not apply. Click on “Save”.

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Community and School Nutrition Programs

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Enter-Modify Claim

**Child and Adult Care Food Program
[Participation Reimbursement Information - Site Form]**
176803 - Menomonie Day Care Inc
1828 - Menomonie Day Care (Center-Child Care Inst. Day Ca)

Program: Child Care Institution (CCI)
Claim Date: September, 2008
*Do NOT use commas while entering numbers.

Non-Needy:
Reduced Price:
Free:
Total Number of Enrolled Children:
Number of Days of Service:
Average Daily Attendance:
Breakfasts:
AM Snack:
Lunches:
PM Snack:
Suppers:
Additional Snack:
Optional for Extra Lunch/Supper:
Lunches 2nd:
Supper 2nd:
SAVE DELETE

[Parent Form] [Site List]

16. The “List of Reimbursable Sites” Menu will reappear until the participation data is entered for each site. Repeat steps 14-15 for each site that is claiming. If a site is not claiming, enter zero into each field on the appropriate Site Form. Upon completion, of all site information, click “Continue”.

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Community and School Nutrition Programs

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Enter-Modify Claim

**Child and Adult Care Food Program (CACFP)
List of Reimbursable Sites**
176803 - Menomonie Day Care Inc

Listed below is/are site(s) valid for claim reimbursement under the date claim and program selected. Select the site by clicking site number and provide/update participation information. Total sites enrollment must match total enrollment submitted on the parent claim for the claim to be submitted to DPI for processing.

Site No.	Site Name	Type of Site	Status
1828	Menomonie Day Care	Center-Child Care Inst. Day Ca	
1829	Menomonie Day Care Inc #2	Center-Child Care Inst. Day Ca	
Parent Total Enrollment		Site Total Enrollment	Claim Status
184		56	InComplete

CONTINUE

Status:
 Site claim information submitted by agency.
 Site claim information not submitted by agency.

17. Review the information that is shown for the unpaid claim and if all correct enter the preparer's name and telephone number. Click on the "Submit" button at the bottom to submit the claim to DPI to be processed for payment.

Program	Child Care Food Program (CC1)
Claim Date:	09/01/2008
Non-needy Category:	91
Reduced Category:	7
Free Category:	30
Total Number of Enrolled Children:	128
Number of Days of Service:	22

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
975	0	1,279	0	0	0	0	0	2,254


Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
1828	28	3	7	38	21	31	555	0	607	0	0	0	0	0
1829	63	4	23	90	21	50	420	0	672	0	0	0	0	0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Preparer Name and Telephone No.:

18. A screen will appear to confirm receipt of the submitted claim. The statement will include the date the claim was successfully submitted. PRINT THIS SCREEN FOR YOUR RECORDS and keep this information on file along with a copy of the claim submitted on-line (see page 10 for instructions on printing a claim) and all CACFP supporting documentation.



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Community and School Nutrition Programs

Home	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Logout
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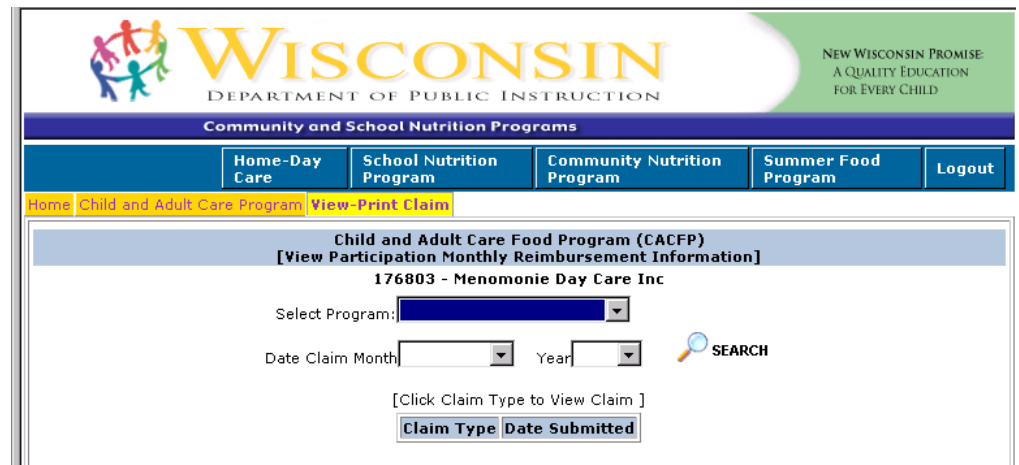
Home Enter-Modify Claim

Your Child and Adult Care Food Program claim dated: 2008-09-01 was successfully submitted to DPI on Wed Nov 12 09:25:43 CST 2008. For your record and to see the Reimbursable \$ amount, you can print a copy of the recently submitted claim using 'View-Print' option under Community Nutrition Program.

Viewing and Printing Claims

1. To obtain the View/Print Screen, select
 - a. Home,
 - b. Community Nutrition Program,
 - c. Claim Reimbursement,
 - d. Child and Adult Care Food Program,
 - e. View/Print Claim.

Printing a Claim:




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Community and School Nutrition Programs

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Child and Adult Care Program | **View-Print Claim**

Child and Adult Care Food Program (CACFP)
[View Participation Monthly Reimbursement Information]
176803 - Menomonie Day Care Inc

Select Program:
Date Claim Month: Year:  SEARCH

[Click Claim Type to View Claim]
Claim Type **Date Submitted**

You can view and/or print claim(s) after it has been submitted to DPI via the “View-Print” Menu.

2. Select the Program (CCI or ADC) from the drop down list box,
3. Select Claim Month and Year from the drop down list box, and
4. Click the “Search” button.

If the claim is found for the given criteria, the claim and the date the claim was submitted will appear. Click on the words “New (paid)” under the “Claim Type” link to view or print the detailed claim information.

If a claim is not found for the given criteria, a box will not appear under “Claim Type” and a message will appear that no claim is found.

Modifying a Claim

After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Processing of claims at DPI is completed, in most cases, on Tuesday mornings. After a claim has been processed by DPI it CANNOT be modified on-line. A paper copy of the amended claim will need to be completed and submitted to DPI.

Modifying On-Line: Required method of modifying a claim that has not been processed. To modify on-line, simply follow the steps for entering a claim that begin on page 4 of this manual. The unprocessed claim will be available for selection on the Participation Reimbursement Information – Parent Form screen.

IMPORTANT: When revising the Parent Form Screen and/or a Site, the claim is NOT complete until it has been reviewed for accuracy and resubmitted for payment. After a claim modification is made do NOT close your web browser without following steps 16 and 17 within this manual! If you fail to follow these steps your claim will NOT be processed. **Remember** - the numbers for each category on the Parent Form must equal the total sum for each category on the site form(s) (step #15).

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Community and School Nutrition Programs

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Child and Adult Care Food Program (CACFP)
List of Reimbursable Sites
176803 - Menomonee Day Care Inc

Listed below is/are site(s) valid for claim reimbursement under the date claim and program selected. Select the site by clicking site number and provide/update participation information. Total sites enrollment must match total enrollment submitted on the parent claim for the claim to be submitted to DPI for processing.

Site No.	Site Name	Type of Site	Status
1828	Menomonee Day Care	Center-Child Care Inst. Day Ca	
1829	Menomonee Day Care Inc #2	Center-Child Care Inst. Day Ca	

Parent Total Enrollment	Site Total Enrollment	Claim Status
128	56	InComplete

CONTINUE

Status:
 Site claim information submitted by agency.
 Site claim information not submitted by agency.

Amending via Paper Claim: This method is required once the claim has been processed by DPI. Download the blank hard copy claim form at: <http://www.dpi.wi.gov/fns/centermemos.html> for Child Care Institutions (Guidance Memorandum 3C), or <http://www.dpi.wi.gov/fns/adultmemos.html> for Adult Day Care (Guidance Memorandum 3A). Complete the form with the correct information and send to DPI using the instructions provided on the form.

Contacts

If you have misplaced your password or wish to request a new password, please contact:

Primary Contact: Jacque Jordee at 608-267-9134

Secondary Contacts: Angie Moen at 608-267-9196 or David Murray at 608-266-6856.

Jacque Jordee and Angie Moen can also assist you in completing the claim on-line if you are experiencing problems.